

October 17, 2001

**MEMORANDUM
01-13**

TO: District Directors
District Construction Engineers
District Material & Tests Engineers
Toll Road Operations Engineer
Area Engineers
Project Engineers/Project Supervisors

FROM: Timothy D. Bertram, Chief
Contracts & Construction Division

RE: Clarification of Field Office Specification (105.17)

As most you already know, our specification for construction field offices, 105.17, was recently revised and passed at the May 17, 2001 Standards Committee Meeting. The revisions to the specification were much needed so that our field personnel are provided with an office that is conducive to a pleasant working atmosphere. The specification will become effective with our March 2002 contracts; however, it could be called for as a Special Provision in certain contracts prior to that date.

The reason for this memorandum is that line 656 of the revised specification reads as follows:

All filing cabinet drawers shall have a filing depth of 635mm (25 in.). At a minimum, the files shall be fire resistant steel filing cabinets with a class D or higher classification established by UL or Safe Manufacturers National Association. All files shall have a lock. At least four drawers shall be fire proof. The fire proof drawers shall be legal size.

It has been brought to my attention that this paragraph is confusing. The statement that all filing cabinet drawers shall be fire resistant with a class D or higher classification established by UL is wrong. The class D rating is defined as a cabinet that can withstand 1700 degrees Fahrenheit for at least 1hr. and the papers inside are kept at a temperature of 350 degrees Fahrenheit or less during that hour. This is what has been called for in our specifications for years but with the new wording it appears that we want that rating for all file cabinets not just for the four drawers noted in the specification that are to be fire proof. Fire proof is the wrong wording to use since fire resistant is what UL uses in their definition of Class D. All file cabinets do need to be metal but only four have to be fire resistant.

This office will revisit this specification to clarify this concern but until then this memorandum should be used when interpreting this specification.

TDB:dak